


会计学国家级教学团队系列教材

 暨南大学成人教育会计本科系列教材

Professional English for Accounting


会计英语

沈洪涛 黄力平 编著



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总序



会计作为经济信息系统的重要组成部分和一种国际商业语言,将会计主体的财务信息真实、完整、及时地传递给外部财务信息使用者和内部财务信息使用者,并满足这些财务信息使用者决策的需要。其对政府、投资者、债权人、管理者来说是非常重要的。近年来,随着我国资本市场的诞生、规范和发展,彻底改变了我国企业传统的财务管理理念与方法,企业的投融资管理面临新的环境、方式和方法。财务与会计执业者所面临的各种外部环境(包括经济、政治、法律、文化环境等)发生了深刻变化,在经济全球化和信息复杂化的时代,会计人才不仅应具有较系统、完备的有关我国会计与公司理财等方面的知识和技能,而且还必须具备国际视野,全面掌握国际会计准则,懂得国外主要经济体的相关会计法规、国际资本市场运行规律和其他相关知识与技能。在这种背景下,为了满足会计人员不断学习、及时更新知识的需要,暨南大学会计学系、暨南大学教育学院、暨南大学出版社共同筹划了《暨南大学成人教育会计本科系列教材》,邀请暨南大学会计学系在各个学科具有丰富教学经验、有影响力的专家组成教材编写委员会,组织编写该系列教材,力求推出一套“理论与实务并重,本土化与国际化相融合,能够反映当前学科发展前沿水平,符合成人教育会计学本科特点的精品系列教材”。

“理论与实务并重”就是要针对会计学是实务性很强的经济管理科学这一特点,研究各成教会计教材所涉及的相关理论、方法及其应用,分析每一本教材的特点、难易程度和导读规律,既要讲清楚理论概念,又要设计必要的实例,通过案例教学,培养学生的实操能力。

“本土化与国际化相融合”就是要针对会计准则国际趋同化与财务管理国际市场化等趋势,在教材中充分借鉴国际标准、国外知名企业的先进管理理念和方法,并充分体现中国会计的特色和经验,力争做到本土化与国际化的有机结合。

“能够反映当前学科发展前沿水平”是指本系列教材应该在继承现有教材的优点和特色的基础上,吸收当前相关理论和实务操作的最新研究成果和发展动态,补充和修改相关教材体系与内容,其目的是使教材能够更好地适应新的环境变化、满足学生获取更多知识、增强其专业技能的要求。

成人教育会计本科系列教材建设是一项长期且十分艰巨的任务,多年来我们为此做了不懈努力。我国经济发展与改革日新月异,环境变化多样且复杂,相关理论和实务操作的研究成果不断涌现,由于我们的水平有限,本系列教材不周之处在所难免,恳请读者批评指正。

暨南大学成人教育会计本科系列教材编审委员会

2011年3月

前言



会计是通用的商业语言。随着经济全球化的发展,会计的国际趋同已是必然。无论是观念的国际化还是规则的国际化,都离不开语言的沟通。因此,用英语学习会计知识是会计专业学生的迫切要求,用英语获取会计信息是所有经济活动参与者的现实需要。

本书的两位编写者从事会计专业本科生和研究生专业英语教学以及会计专业双语和全英教学多年,根据教学中的经验和体会编写了这本专业英语教材,在内容和体例上突出以下三个特点:

(1) 源自经典,重在基础。本书的内容都是选自北美经典的会计学教材,这些教材是世界各国商学院以及国内大学会计专业双语和全英教学中首选的教学用书。但原版教材不免有繁复冗长之弊,对于很多初学者来说,通读一遍并非易事。为便于学习者在较短的时间内掌握用英语理解和表述会计基本知识的能力,本书选取了最为基础的会计学概念、原理和方法,化繁为简,帮助大家把书读“薄”。

(2) 内容全面,重点突出。已有的会计英语教材大多只涉及财务会计的内容,难免失之偏颇。本书则较为全面地覆盖了会计学的主要专业领域,包括财务会计(Lecture 1 ~ Lecture 7)、财务管理(Lecture 8 ~ Lecture 12)、成本与管理会计(Lecture 13 ~ Lecture 17)以及审计(Lecture 18 ~ Lecture 20)四个方面,在每个领域中都紧紧扣住重要的知识点。例如,财务会计部分包括了基本概念、会计循环、报表以及资产、负债和权益的会计处理,财务管理部分则涵盖了基本原理以及筹资、投资、股利政策和流动资产管理四大财务决策,保证了知识体系的完整性。

(3) 既利教学,亦宜自学。本书在整体内容安排上考虑了高等院校的教学特点,全书共分20讲,刚好满足一个学期的教学需要。在每一讲的课文后,列出了本讲的关键术语,并附有练习题,在本书的最后还配有每一讲课文的译文以及习题答案,适合使用者自学。

本书可用做:

- 高等院校会计专业的专业英语课程教材;
- 高等院校经济和管理类专业的会计学基础课程配套用书;
- MBA 和 MPAcc 学生学习会计专业英语的参考用书;
- 实务部门会计人员和其他管理人员的参考资料。

本书由暨南大学会计学系的沈洪涛副教授和黄力平副教授合作完成。黄力平副教授编写了 Lecture 1 ~ Lecture 7, 沈洪涛副教授编写了 Lecture 8 ~ Lecture 20。感谢暨南大学会计学系硕士研究生曾莹、吴奕彬、苏亮德、郭肪汝为本书做了许多基础性工作。感谢暨南大学出版社的潘雅琴和梁月秋编辑为本书付出的心血。

沈洪涛、黄力平
2011年2月

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Lecture 1 Introduction to Financial Accounting (Financial Statements)



1.1 Financial Accounting

Accounting is often described as a service activity. Its function is to provide quantitative information, primarily financial in nature, about economic entities. The scope of accounting includes first identifying economic events, then measuring, recording, summarizing, and reporting the information to users. Accounting includes the analysis and interpretation of accounting information intended to be used by both external and internal users in making economic decisions.

Accounting information is needed to answer day-to-day questions about business operations. The primary users of accounting information are investors and managers, but creditors, government, labour unions, and the general public also use accounting information. Financial statements report accounting information that provides answers to questions about resources, earning prospects, expected cash collections, expenses to be incurred, debt-paying ability, tax collection, and negotiating wage agreements.

1.2 GAAP

Generally Accepted Accounting Principles (GAAP) are a common set of guidelines (standards) used by accountants in reporting economic events.

The Securities and Exchange Commission (SEC) is an independent regulatory agency of the United States government. The SEC has the legal power to enforce the form and content of financial statements of corporations that wish to sell securities to the public.

The Financial Accounting Standards Board (FASB) has been granted the power from the SEC to establish GAAP.

1.3 Financial Statement

Financial statement is an end product of the accounting process. They are used to fulfill the function of accounting—to provide quantitative information useful for decision making. Financial statements are also used for external reporting and for internal management.



The primary users of financial information are shareholders, creditors, and financial analysts. Secondary users include the public, standard setters, government regulatory agencies, employees, customers, suppliers, industry groups, labour unions, other companies, and academic researchers. The primary users are interested in financial information to decide on resource allocation and to assess management stewardship.

1. 3. 1 Income Statement

The income statement conveys a concise picture of profitability (net income or net loss) for a period of time, such as a month, a quarter, or a year. Net income or net loss can be determined by the following formula:

$$\text{Net income (Net loss)} = \text{Revenues} - \text{Expenses}$$

Revenues are inflows of cash or other properties in exchange for goods or services provided to customers as part of the central operations of the business. Examples of revenues include sales, rents earned, dividends received, and interest earned. Do not confuse “income” with “revenue”. Income is the amount remaining after deducting expenses from revenues.

Expenses represent goods and services consumed in operating a business or other economic units. Examples of expenses include salaries, telephone, advertising, and rent.

1. 3. 2 Statement of Retained Earnings

A corporation prepares the statement of retained earnings to detail the changes in the retained earnings account. This statement is parallel to the statement of owner's equity prepared for a sole proprietorship. On the statement of retained earnings, net income is added to the opening retained earnings account balance to obtain the closing balance. This closing balance is then used in the preparation of the shareholders' equity section on a corporate balance sheet.

1. 3. 3 Balance Sheet (Statement of Financial Position)

The balance sheet (sometimes called the statement of financial position) conveys a concise picture of financial position (assets, liabilities and owner's equity) at a specific date. Notice that the balance sheet date is a specific date, while the date for both the income statement and statement of owner's equity uses a period of time. The balance sheet shows that assets equal the sum of liabilities and owner's equity.

1. 3. 4 Statement of Owner's Equity

The statement of owner's equity summarizes the changes in the owner's capital over a period of time for a sole proprietorship. Owner's capital changes because of owner investments (that cause capital to increase), net income (that also causes capital to increase), and owner withdrawals (that cause capital to decrease). Many companies prepare a stockholders' equity statement. This statement shows the changes in each stockholders' equity account and in total that have occurred

Lecture 1 Introduction to Financial Accounting (Financial Statements)



during the year. When this statement is presented, a retained earnings statement is not necessary.

1.3.5 Cash Flow Statement

Illustration
Financial statements and
their interrelationships

HELPFUL HINT

The heading of each statement identifies the company, the type of statement, and the specific date or time period covered by the statement.

HELPFUL HINT

The four financial statements are prepared in the sequence shown, for the following reasons:

- Net income is computed first and is needed to determine the ending balance in retained earnings.
- The ending balance in retained earnings is needed in preparing the balance sheet.
- The cash shown on the balance sheet is needed in preparing the statement of cash flows.

HELPFUL HINT

Note that final sums are double-underlined, and negative amounts are presented in parentheses.

SOFTBYTE INC. Income Statement For the Month Ended September 30, 2008		
Revenues		
Service revenue		\$ 4,700
Expenses		
Salaries expense	\$ 900	
Rent expense	600	
Advertising expense	250	
Utilities expense	200	
Total expenses		<u>1,950</u>
Net income		<u>\$ 2,750</u>
SOFTBYTE INC. Retained Earnings Statement For the Month Ended September 30, 2008		
Retained earnings, September 1		\$ 0
Add: Net income		<u>2,750</u>
		2,750
Less: Dividends		<u>1,300</u>
Retained earnings, September 30		<u>\$ 1,450</u>
SOFTBYTE INC. Balance Sheet September 30, 2008		
Assets		
Cash		\$ 8,050
Accounts receivable		1,400
Supplies		1,600
Equipment		7,000
Total assets		<u>\$ 18,050</u>
Liabilities and Stockholders' Equity		
Liabilities		
Accounts payable		\$ 1,600
Stockholders' equity		
Common stock	\$ 15,000	
Retained earnings	<u>1,450</u>	
Total liabilities and stockholders' equity		<u>\$ 18,050</u>
SOFTBYTE INC. Statement of Cash Flows For the Month Ended September 30, 2008		
Cash flows from operating activities		
Cash receipts from revenues		\$ 3,300
Cash payments for expenses		<u>(1,950)</u>
Net cash provided by operating activities		1,350
Cash flows from investing activities		
Purchase of equipment		<u>(7,000)</u>
Cash flows from financing activities		
Sale of common stock	\$ 15,000	
Payment of cash dividends	<u>(1,300)</u>	
Net increase in cash		<u>8,050</u>
Cash at the beginning of the period		0
Cash at the end of the period		<u>\$ 8,050</u>

The cash flow statement summarizes cash inflows and outflows in three groups: operating activities, investing activities and financing activities. Notice that the cash balance reported at the end of the period on the cash flow statement is the same amount as reported on the balance sheet. The cash flow statement answers questions that are not obvious from the balance sheet or the